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Role: User

Title: How to Use Browse for Training in The Hub

Browse for Training

The Browse for Training page enables users to browse for training by subject, date, training type, and rating. Users can also use additional filters to find the necessary training items.

Users are only able to view the training items that are available to them, based on the availability of the learning objects (LOs).

To access the Browse for Training page, go to Learning > Browse for Training, or access the page from the link on the Home page.

Training Filter

Using the filters in the Training section, users are able to browse featured, suggested, popular, and newest training. By default, the Training filter is not applied.

Subject Filter

On the left side of the Browse for Training page, users are able to browse for training by subject. Which subjects appear in the list of subjects is configured by the administrator in Browse for Training Preferences.

LO Type Filter

Using the LO Type filter, users are able to filter training items by LO type. When a filter is selected, the training results are filtered to only display available training items with the selected LO types.

Date Range Filter

Using the Date Range filter, users are able to browse for events and sessions by date. When browsing by date, only events and sessions that occur within the selected date criteria are displayed on the Browse for Training page. See Browse for Training - Date Range Filter for additional information.

Filter Breadcrumbs

At the top of the Browse for Training page, the Filter Breadcrumbs display all of the filters that are currently in use and limiting the number of available training that is displayed.

To remove a filter via the Filter Breadcrumbs, click the Remove icon to the right of the filter name to remove the filter. The filter is removed from the breadcrumb list, the training results are updated with the removed filter, and the filter is removed from the left panel.



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Sort Results

The options that are available in the Sort by drop-down list are configured by the administrator in Browse for Training Preferences. Additionally, the administrator can configure the option names and select the default sort option.

The Sort by drop-down list enables users to sort the available training using the following options:

- By Title - This option sorts the results alphabetically in ascending order.
- By Most Recent - This option sorts the results by the date on which they were added to the system, with the newest training appearing first.
- By Duration - This option sorts the results by training length, with the shortest training appearing first.
- By Price: High to Low - This option sorts the training by price, with the most expensive training appearing first. Note: When custom pricing is enabled for a portal, this sort option is not available.
- By Price: Low to High - This option sorts the training by price, with the least expensive training appearing first. Note: When custom pricing is enabled for a portal, this sort option is not available.
- By Popularity - This option sorts the training by popularity, with the training with the most registered users per training session appearing first.
- By Rating - This option sorts the training by star rating in descending order. Note: This option is not available if course ratings and reviews are not enabled for the user's organizational unit (OU).

Training Results

On the Browse for Training page, the following information is displayed for each training item in the training results:

- Training Icon - The icon that is displayed corresponds with the type of training. For example, if the training is an online course, then the Online Course icon is displayed.
- Training Title - This is the title of the training. Click the training title to view the LO Details page.
- Learning Object Type
- Provider
- Cost
- Rating - If course ratings and reviews are enabled, then the course rating is displayed. In addition, the number of ratings that have been submitted is displayed. Click the number of ratings to open the LO Details page.
- Training Units
- Description

Up to 1000 training results can be displayed.

